

Utah Department of Health, Bureau of Child Health and Safety/Child Care Licensing
Licensed Centers and Out of School Time Child Care Programs
What to Expect During Your Annual Announced Inspection

BEFORE THE INSPECTION

The Annual Announced Inspection will take place 60 to 120 days before the license expiration date. This is to allow the Licensing Specialist time to complete as many follow-up inspections as may be necessary to verify compliance with all rules, so that the license can be renewed.

The Licensing Specialist will give the Owner/Director the option of having a telephone interview before the on-site inspection. If the Owner/Director does not wish to have this telephone interview, the questions will be asked during the on-site inspection. The advantages of having the telephone interview are:

- Providers can read the questions from the checklist before the phone interview.
- The on-site inspection will take less time.
- If a question is answered incorrectly during the phone interview, it will be re-asked during the on-site inspection. If the question is answered correctly during the on-site inspection, that checklist item will be considered to be in compliance.

Announced inspections for smaller centers take approximately 2 to 4 hours. For larger centers or centers with many classrooms, announced inspections take approximately 4 to 6 hours. When calling to schedule the inspection, the Licensing Specialist will ask how many classrooms there are. This includes all rooms used for care (classrooms, gyms, cafeterias, multi-purpose rooms, craft rooms, etc.). The inspection will go more quickly and smoothly if the Owner/Director is not scheduled for duties such as transporting children, preparing meals and snacks, or covering staff breaks during the inspection time.

Staff annual training does not need to be complete at the time of the Announced Inspection, but it does need to be complete before the license expiration date. Programs can choose from the following options for the assessment of annual training:

- On-site during the Announced Inspection;
- On-site during the Follow-up Inspection or, if no Follow-up Inspection is required, on-site during a scheduled Focus Inspection;
- Submitting training documentation to the licensing office via mail, fax, e-mail, or hand-delivery before the license expiration date.

The following documents need to be completed before the Licensing Specialist arrives for the Announced Inspection:

- Child Record Form;
- Staff Record Form (the Licensing Specialist will need to bring a copy of this form back to the office to be scanned into the facility's license file);
- New Staff Orientation Training Form;
- Staff Annual Training Forms (if the program wants training to be assessed during the inspection).

If the program has an individual owner, that individual will need to provide documentation of lawful presence in the United States in order for the license to be renewed. If the documents required to do this

are available during the inspection, they will not need to be brought in to the regional licensing office. A completed "Affidavit of Lawful Presence in the United States" and the originals (to view) and copies (to take) of the required documentation are needed. Options for documentation are listed on the Affidavit form.

ON THE DAY OF THE INSPECTION

Any locked areas of the facility will need to be unlocked during the on-site inspection. Please have any keys needed to do this.

During the inspection, the Licensing Specialist will need to observe one diaper change in each room where children are diapered. It will help the inspection go more quickly if staff who diaper children are reminded to let the Licensing Specialist know when they will be diapering a child.

During the inspection, the Licensing Specialist will need to assess the vehicles used to transport children. Please be sure these vehicles are available sometime during the inspection.

When determining if items are inaccessible to children, the Licensing Specialist will use the following guidelines:

- For rooms with children age 2 and under; items at the back of counters, or shelves, or in cupboards that are at least 36 inches high and 2 feet deep will be considered inaccessible to children. Items on lower counters, or in shelves, cupboards, containers, and drawers are considered inaccessible to children if they are locked or have working child safety devices on them.
- For rooms with children age 3 and older, items on counters, shelves, or in cupboards that are over 48 inches high will be considered inaccessible to children. Items on lower counters, or in shelves, cupboards, containers, and drawers are considered inaccessible if they are locked or have working child safety devices on them.

After the inspection and before leaving the facility, the Licensing Specialist will give the Owner/Director a list of items that were out of compliance during the inspection, give the Owner/Director an opportunity to discuss and provide feedback for each item, and ask for a date of correction for each item.

The Licensing Specialist will give verbal technical assistance for ***one instance in the facility*** of the following findings (not one instance in every room/area):

- **One** plastic bag, latex glove, or balloon accessible to children age four and younger;
- **One** missing protective cap on an electrical outlet or surge protector;
- **One** unlabeled item of food brought from home;
- **One** missing posted handwashing procedures;
- **One** unlabeled container of baby food, formula, or breast milk;
- **One** unlabeled pacifier or non-disposable drinking cup;
- **One** roll of toilet paper not on a holder.

AFTER THE DAY OF THE INSPECTION

After the inspection the Licensing Specialist will mail out a Statement of Findings if there were noncompliance items found during the inspection. If there were no noncompliance items found during the inspection, the Licensing Specialist will send a letter indicating that there were no findings during the inspection.

If there were noncompliance items found during the inspection, the Licensing Specialist will conduct an unannounced follow-up visit to verify that all noncompliance items have been corrected and there are no new serious noncompliance items, so that the license can be renewed. By state law, if more than one follow-up visit is required, there will be a \$25.00 charge for each additional follow-up visit.

Cited findings for rules about caregiver to child ratios, direct supervision, safety hazards (if a repairman is not required for the correction), and aggressive animals must be corrected within 24 hours of the inspection. If required initial CBS/MIS background screening forms were not submitted, they must be submitted no later than 4 working days after the inspection.

During your Announced Inspection, the Licensing Specialist will do a general inspection of your outdoor play area. There will be a separate inspection of the technical (CPSC and ASTM) aspects of your outdoor play area. This inspection will be conducted by a Certified Playground Inspector, rather than your regular Licensing Specialist. This is done because playground equipment corrections can be costly, so the Bureau wants to ensure that only a very limited number of playground Certified Licensing Specialists conduct playground equipment inspections.